

Family Law Information Centre
Court Procedure Booklet # 17

Changing an Existing Order for Custody and/or Access

The Family Law Information Centre and Queen's Bench Chambers Office cannot give you legal advice or financial guidance, and cannot predict the outcome of court decisions.

This booklet provides general information only. You should speak to a lawyer for legal advice about your own situation.

The Court Procedure Booklets listed on the inside front cover of this booklet are available electronically at ***www.albertacourts.ab.ca***.

The Court Procedure Booklets are available for sale from the Queen's Printer Bookstore by phoning (780)427-4952 in Edmonton, or (403)297-6251 in Calgary, or by phoning 310-0000 toll-free from anywhere in Alberta, and asking for either of these phone numbers or by accessing the Queen's Printer website at ***www.gov.ab.ca/qp***.



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Family Law Information Centres

The Family Law Information Centres can provide information about:

- the Federal Child Support Guidelines,
- how to calculate child support,
- how to apply for or change a Child Support Order,
- how to oppose an application that involves child support, and
- the procedures that must be followed in other family law matters, such as spousal support and child custody.

The Family Law Information Centres can be found at the following locations:

Family Law Information Centre, Edmonton

Law Courts Building
1A Sir Winston Churchill Square
Edmonton, Alberta, T5J 0R2
Tel: 780-415-0404
Fax: 780-415-0403

Family Law Information Centre, Calgary

Court House Annex
603 - 6th Avenue SW
Calgary, Alberta, T2P 0T3
Tel: 403-297-6600
Fax: 403-297-6605

Family Law Information Centre Court Procedure Booklets

Applications Dealing With Child Support Or Arrears

If your application deals with child support or arrears, you should read the booklet "Information for Unrepresented Parties about Child Support Matters" before reading the appropriate procedure booklets below.

Child Support — when both parties live in Alberta

Obtaining Income Information from the Other Party for Child Support Applications

Applying for an Order for Child Support

Changing an Existing Order for Child Support

Decreasing Child Support, Reducing or Cancelling Arrears, and Stay of Enforcement

Reducing or Cancelling Arrears and Stay of Enforcement (where there is no change to ongoing support)

Applying for an Order for Child Support Under the Parentage and Maintenance Act

Applying for a Consent Order that Includes Child Support

Opposing an Application that Involves Child Support

Child Support — when the respondent lives outside Alberta

Provisional Application to Change an Order for Child Support - Divorce Act

Spousal Support

Applying for an Order for Spousal Support

Changing an Existing Order for Spousal Support

Custody and Access

Applying for an Order for Custody and/or Access

Changing an Existing Order for Custody and/or Access

Combination Applications

Applying for an Order for Child Support and Custody and/or Access

Changing an Existing Order for Child Support and Custody and/or Access

Applying for an Order for Child Support and Spousal Support

Changing an Existing Order for Child Support and Spousal Support

Applying for an Order for Child Support, Spousal Support and Custody and/or Access

Changing an Existing Order for Child Support, Spousal Support and Custody and/or Access

Restraining or Protection Orders

Applying for a Restraining Order Without Notice

Applying for a Protection Order on Notice

Review of an Emergency Protection Order

General

Opposing an Application that Does Not Involve Child Support

Applying for a Consent Order that Does Not Include Child Support

Transferring Your Court File

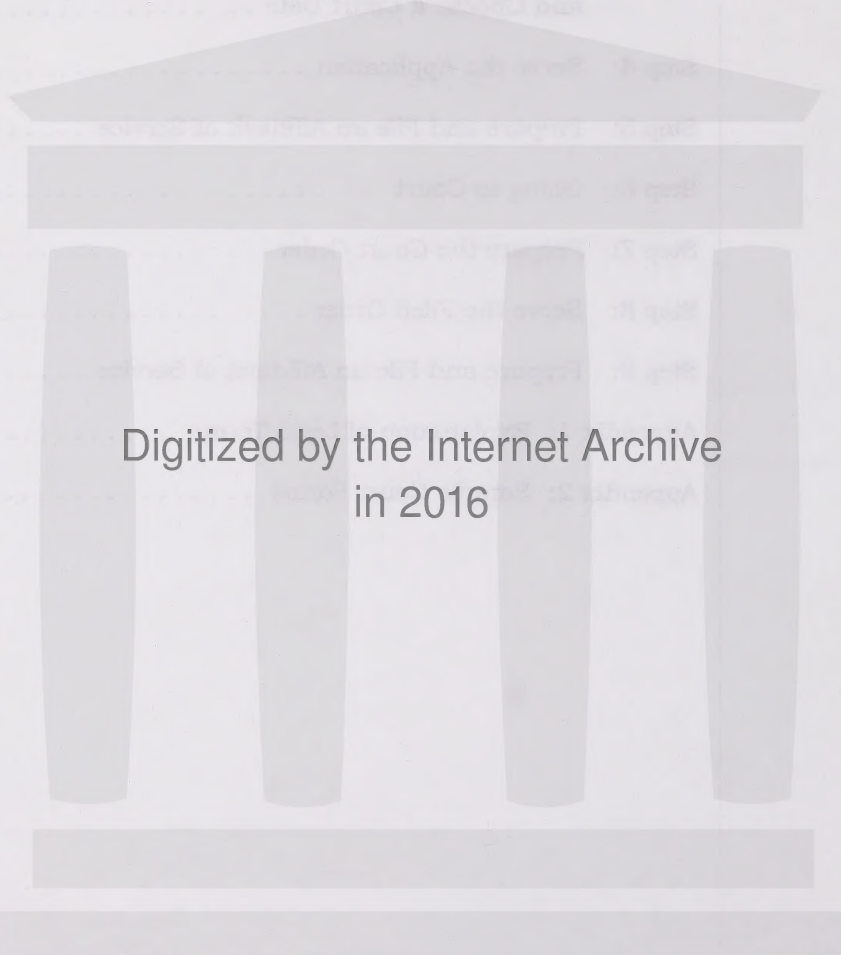
General Family Law Application

**Family Law Information Centre
Court Procedure Booklet #17**

**Changing an Existing Order for
Custody and/or Access**

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About this Booklet

This booklet outlines what you must do when applying to change an existing Custody and/or Access Order.

An application for custody and/or access must be made in the province where the children live. If the children do not live in Alberta do not use this booklet. You will need to speak to a lawyer.

If the parents agree on custody and access, do not use this booklet. Rather, you can apply for a Consent Variation Order. It must be signed by a judge, filed with the court, and it must follow court procedures. For more information, see Court Procedure Booklet, *Applying for a Consent Order that Does Not Include Child Support*.

If the parents do not agree on custody and access, then an application must be made to the court. You will need to follow each of the steps outlined in this booklet. The judge will determine the appropriate terms of the Variation Order.

The process outlined in this booklet is a very formal one that is designed to ensure fairness. It is important that you follow each step carefully and thoroughly. The legal terms that you will need to know are explained in Appendix 1.

You should speak to a lawyer to determine if you have sufficient reasons to make the application, what evidence should be presented to the court, and possible outcomes for your application.

If you decide to go ahead without a lawyer, you may need to consult other sources of information as you prepare your application. You can find the following documents at your local court house library, other libraries or at the listed websites:

- *Alberta Rules of Court* - www.gov.ab.ca/qp/rules.html
- *Family Law Practice Notes (attached to the Alberta Rules of Court)* - www.albertacourts.ab.ca/webpage/qb/qb_family_law_practice_notes.htm
- *Divorce Act* - founder.library.ualberta.ca/ftp/en/laws/title/d/index.html
- *Domestic Relations Act and Extra-Provincial Enforcement of Custody Orders Act* - www.gov.ab.ca/qp/acts.html

Before You Begin

Make sure you have a copy of the existing Order

Before you can make an application, there must be an existing Alberta court action between you and the other party.

You will need a copy of the Divorce Judgment or Order that you want to change. If you don't have a copy, you can get a copy of your Order from the court house where it is filed. There will be a fee for this service.

The Order will give you the court action number and tell you exactly what was originally ordered. You can also use it to show which paragraph(s) of the Order you want to change.

Your application must be made, and all documents filed, in the judicial district where your initial action (for example, divorce) was filed. A list of all Chambers or Clerk's Offices located across the province (the judicial districts) is on the inside back cover of this booklet.

If you want to transfer your court file to another judicial district, see the Court Procedure Booklet, *Transferring Your Court File*.

Parenting After Separation Seminar

If you haven't already, you may have to attend the Parenting After Separation Seminar before you make your application. For more information about this, see the *Notice Of Mandatory Seminar* sheet, which is available from the Family Law Information Centre (please see the inside front cover of this booklet for locations) or Chambers Office (Clerk's Office).

Special Family Law Chambers

If you are asking the judge to change an existing Custody Order, you may need to make your application in Special Family Law Chambers. This will depend on the rules of the judicial district or court house where you are filing. It is recommended that you go directly to the Chambers or Clerk's Office to ask if this is necessary.

In the judicial district of Edmonton, it is recommended that you pre-book your Special Family Law Chambers date before you begin the steps in this booklet. Due to the nature of these Special Family Law Chambers applications, be aware that you will be booking well in advance of your court date.

Step 1: Prepare a Notice of Motion

You must complete a Notice of Motion Family Law Application. It tells the court and respondent the date, time, and place of the upcoming application. The Notice of Motion also includes everything that the applicant will be requesting from the court.

A sample of this form begins on page 23. When completing this form, you must:

- mark the box before each item that you are requesting from the court and fill in any blanks for those items,
- give a brief statement of your reasons for making this application, and
- sign your name at the bottom of the form.

Right before your signature you are also asked to fill in the date that you swore your Affidavit in support. You will prepare this Affidavit in Step 2.

Step 2: Prepare an Affidavit

Affidavit evidence is the only type of evidence that a chambers judge will accept. It is important to include everything you need to prove your case and everything you want the judge to know. The only facts that you can discuss in court are those that are included in your or the other party's Affidavit on the court file.

The facts that you include in your Affidavit must be complete, accurate and relevant to the application before the court. There are serious consequences if you do not tell the truth. Remember that the other party or their lawyer can cross-examine or ask you questions on anything you include.

2-1 Prepare an Affidavit

You may use the sample Affidavit that begins on page 33. The facts in the Affidavit should be listed in separate numbered paragraphs. Each paragraph must be numbered consecutively (1,2,3...). Complete as much of the sample Affidavit as applies to your case. Then cross out any paragraphs that do not apply to your situation. See the instructions on page 22 on how to delete information from a court document.

Next, add any other facts you feel are necessary to support

your application. You may need to print or type other clauses in order to present all of the facts in your own case.

Remember that the Affidavit will be read by the judge. Make sure that it is readable and understandable. If your Affidavit is messy or confusing, you will need to re-type the sample Affidavit.

Identify each document that you refer to in the Affidavit as an "Exhibit" and letter each one consecutively (Exhibit "A," Exhibit "B," and so on). For example your Affidavit may discuss "a copy of a letter from ABC school dated January 1, 2000, which is attached and marked as Exhibit A."

Then attach one copy of each exhibit, in alphabetical order, to the Affidavit, immediately after the signature page and immediately before the last page (called the backer). Label each exhibit clearly as Exhibit "A," Exhibit "B," and so on.

2-2 Swear or affirm to the truth of your Affidavit before a commissioner for oaths

You must swear or affirm before a commissioner for oaths that the contents of your Affidavit are true. You may be asked to show personal identification.

A Chambers Clerk may act as a commissioner for oaths. The commissioner for oaths will check to make sure that each exhibit mentioned in the Affidavit is attached to the Affidavit. Each exhibit will have to be stamped with an exhibit stamp. The commissioner for oaths has the stamp. The stamp must be filled in for each exhibit. It is the commissioner for oaths who must sign each completed stamp.

Step 3: File the Affidavit and Notice of Motion and Choose a Court Date

3-1 Make copies of your documents

In order to proceed with your application you will need multiple copies of the documents that you have already completed. You should make the following number of copies of each document:

- Three copies of your Notice of Motion (total of four with the original).
- Three copies of your Affidavit and all exhibits (total of four with the original).

Whenever you photocopy your Affidavit , you must photocopy all of the exhibits as well.

Take the originals and the copies of these documents to the Chambers Office for filing. The address for the Chambers Office in each judicial district is on the inside back cover of this booklet. In smaller centres, the Chambers Office may not be a separate section, but would be part of the Queen's Bench Clerk's Office.

3-2 Choose a court date

When choosing your court date, remember that the respondent must have at least seven full days to reply to your application, not counting the date your application is served or your court date. Keep in mind the extra time you will need to serve your documents. It may take several days before the documents can be served in person. Or, the respondent may take a number of days to sign for and pick up registered mail. Step 4 will outline how to serve your application on the respondent.

The Chambers Clerk can help you choose a court date. Write the court date on the first page of all copies of the Notice of Motion.

Important note - Special Family Law Chambers

If your application is in Special Family Law Chambers, you will have to follow different rules for filing and serving your documents. Some of the rules for filing and serving documents that are in this booklet will not apply to you. You may also have to file and serve special forms. Ask the Chambers Clerk about these rules.

The clerk will provide you with the time-lines for the filing and serving of documents. You will need to write these dates in the 'Important Notice to Respondent' on the back page of your Family Law Notice of Motion. See the backer on page 31.

These time-limits apply to both you and the respondent. It is very important that you meet each time-limit that applies to you. If you miss a time-limit, you may lose your court date.

3-3 File the Notice of Motion and Affidavit

The Chambers Clerk will file your Notice of Motion and Affidavit, and return copies to you.

Step 4: Serve the Application

The *Alberta Rules of Court* contains specific rules to guarantee that the respondent has been notified of a court action, application or any resulting court orders. These rules refer to the "serving" of documents on the respondent. You may want to refer to *Rules 13 to 26 of the Alberta Rules of Court* for the procedure for service of court documents.

The respondent must receive one copy of each of the following:

- the filed Notice of Motion; and
- the filed Affidavit.

Note: Do not serve the original Notice of Motion (the one with your original signature and round filing stamp). You will need the original when you prepare the Affidavit of Service. See step 5-1.

You can serve the documents either by having them delivered in person or sending them by registered mail.

If you have the documents delivered in person, the respondent is properly served only if the documents are handed directly to the respondent. You should get another person to deliver the documents. This avoids possible conflict. It also avoids a possible disagreement between you and the respondent about whether the documents were actually served.

If you use registered mail, the documents are not properly served until the respondent has signed for the documents. Make sure to keep the customer receipt. It will have the item identifier number of your registered mail. To prove you served these documents, you will need both the Delivery Confirmation Record and the Acknowledgement of Receipt (or signature copy) from Canada Post. You will need the item identifier number of your registered mail to get the Delivery Confirmation Record or the Signature Copy.

The Delivery Confirmation Record is available at Canada Post's Internet website for a period of 45 days at www.canadapost.ca, or by calling Canada Post Customer Service at 1-888-550-6333 for a period of 24 months. You must also specifically request the Signature Copy from Canada Post by calling 1-888-550-6333. There is a fee for this service.

If you cannot locate the person that you wish to serve, you may use one or more of the following methods to find him or her:

- Look in a local phone book. If you have access to a computer, check Canadian and U.S. phone and address listings on the Internet at www.worldpages.com.
- Check Henderson's Directory, or any similar directory (these are available at your local public library).
- Talk to friends and relatives of the person you wish to locate.
- Call local or long distance telephone directory assistance.
- Contact the person's current or previous place of employment.
- Hire a process server or private investigator (listed in the Yellow Pages).

Step 5: Prepare and File an Affidavit of Service

5-1 Prepare the Affidavit of Service

There is a sample Affidavit of Service beginning on page 53. The Affidavit of Service is used to explain how and when the respondent received a copy of your application. The person who served the respondent must provide the information about service. The original Notice of Motion and one filed copy of the Affidavit must be attached to the Affidavit of Service as exhibits.

The person who served the documents must swear or affirm before a commissioner for oaths that the contents of the Affidavit of Service are true.

A Chambers Clerk may act as a commissioner for oaths. The person who signs the Affidavit may be asked to show personal identification.

5-2 Copy the Affidavit of Service

Make one copy of the complete Affidavit of Service. The complete Affidavit consists of the Affidavit of Service and all exhibits, including the original Notice of Motion and one filed copy of the Affidavit.

5-3 File the Affidavit of Service

File the original and the copy of the Affidavit of Service with the Chambers Office. They will return one filed copy to you. Take this copy with you when you go to court.

Step 6: Going to Court

6-1 Prepare for court

Before going to court you should read "Points to Remember When Representing Yourself in Court" on page 11.

You will need to take the following things with you to court:

- a pen and paper to write down the judge's decisions as well as the judge's name, the court room number and date of the application; and
- your copy of the filed Affidavit of Service which includes the Notice of Motion and Affidavit.

If you and the respondent are able to come to an agreement before the court date, you may want to prepare a Consent Order which must be signed by a judge. In this case, you should notify the court before your court date. See the Court Procedure Booklet, *Applying for a Consent Order that Does Not Include Child Support*.

6-2 Adjourning a court application

You may not be prepared to proceed with your court application because you are negotiating the terms of a Consent Order or have not had the time to have the Consent Order typed up or signed. In that case, you and the respondent may agree that the application should be adjourned or delayed.

To adjourn an application by telephone, call the Chambers Clerk no later than 9:30 on the morning of your court date. Tell the clerk that you and the respondent have agreed to adjourn the application and the new court date that you have agreed to. The Chambers Clerk may ask you for the court action number. **You can only adjourn by telephone if both parties agree.**

After you have notified the clerk, you must confirm the adjournment in writing. Write a short letter to the clerk providing:

- the full names of both parties,
- the court action number,
- the date your application was to be heard,
- the new court date, and
- the fact that both parties agreed to the adjournment.

Fax or deliver the letter before your original court date. You can ask the clerk for the fax number.

You can also adjourn your application by attending court on the original court date and asking the judge to adjourn the application. If the respondent agrees, the judge will adjourn your application to the new court date. If the respondent does not agree, the judge will ask you to explain why you want the adjournment. The judge will also ask the respondent why they are against the adjournment. Then the judge will decide whether or not your application will be adjourned.

6-3 Attend court

Find your court room number by checking the Chambers lists which are posted in the court house. You can also check with a clerk. Make sure you have the correct court room number. There may be more than one court room in the building hearing family matters at the same time.

Your application will be assigned a number on the Chambers list. This number will be called when it is time for your application to be heard.

Other matters will be scheduled in court at the same time as your own. You will have to wait until you (or your number) are called. Difficult or long applications may have to wait until others are dealt with or may be moved to another date and time.

You will be asked to present your case to the judge. The only evidence you can discuss in court is what is included in your or the other party's Affidavit on the court file. You should be prepared to answer any questions the judge may have.

If your application is unsuccessful, you may have to pay costs.

Points to Remember When Representing Yourself in Court

The court house is a very traditional place. When you are representing yourself it is up to you to persuade the judge that your position is right. For this reason you must act, dress and speak in a way which helps and does not distract from your case. Here are some tips:

1. When you come to court, dress in clothes that are clean, neat and in good repair. You should be clean and neatly groomed.
2. How you act is as important as how you look. Be respectful to everyone in the court house, which includes the judges, court staff, lawyers, the other party involved in your case and security officers.
3. The court has a very busy schedule. Be on time for any application, case management meeting, pre-trial conference, or trial, or there may be consequences. For example, if you are late for an application, your application may be dismissed if you are the applicant or, if you are the respondent, the court may proceed without you.
4. The judge will not speak to you about your case except during a scheduled application, case management meeting, pre-trial conference or trial, and when the other party or lawyer is present.
5. Wait until you are addressed by the judge before talking, otherwise the judge will not respond.
6. Staff in the Clerk's office cannot give you legal advice or recommendations on what you should do. Always be polite to court house staff and provide them with any information or materials that are requested.
7. When you represent yourself it is very important that you take all necessary materials to support your application. You may be able to get legal advice from a lawyer ahead of time to make sure you are proceeding correctly and have all the right materials in their required form. Some lawyers will provide assistance with the preparation of these documents.
8. When you are attending a chambers application and the case is called, come forward to the counsel table at the front of the court room and tell the judge who you are. Always stand when you are addressing the judge. Refer to male judges as "My Lord" and female judges as "My Lady." Speak slowly in a clear voice with sufficient volume.
9. Be respectful to the judge, any counsel and the other party. Do not speak out of turn. Outbursts, inappropriate language and displays of temper will not be tolerated and could well influence the outcome of your application.

Step 7: Prepare the Court Order

You will have to prepare a written Order. The notes that you made in court will help you prepare the Order. You may also want a copy of the notes that the clerk made in court. You can obtain them for a fee from the Chambers Office.

7-1 Prepare the Order

There is a sample Variation Order beginning on page 63.

Add or remove paragraphs, or change the wording of the sample Order as necessary to reflect the Order given by the judge in court. Some sample additional terms are on page 71. These terms are just samples. You may need to change or adapt these sample terms to suit your own situation.

Note: If you need to add paragraphs or other terms you will need to re-type the sample Order.

Each of the terms of the Order should be in separate paragraphs, and numbered consecutively (1,2,3...).

The judge may not be prepared to sign an Order with handwritten paragraphs, paragraphs crossed off, or if significant changes have been made to the document. In this case, you will have to re-type the Order.

If the judge dismissed (or refused to grant) your application, you will still have to prepare a written Order. Sample Dismissal Orders are available where you received this booklet or on the Internet at www.albertacourts.ab.ca. After completing the Dismissal Order, make one copy of the Order, and bring the original and the copy to the Chambers Clerk for filing. The Chambers Clerk will arrange to have your order signed at a later time. One copy will be returned to you. If you want to have the Order mailed back to you, include a stamped, self-addressed envelope. **If the judge dismissed your application you do not have to complete the remaining steps in this booklet.**

7-2 Get the respondent to sign the Order

If the respondent was also in court, the respondent must sign the Order once it is prepared. This signature shows that the respondent agrees that the order that was prepared is what the judge ordered in court. The respondent's signature appears below the line "Approved as to form and content." Please note

that if the respondent is represented by a lawyer, the lawyer will sign the Order rather than the respondent.

If the respondent will not sign the Order, you may want to speak to a lawyer or a clerk to find out what other steps you can take.

7-3 Get the Order signed by the judge

Make three copies of the Order (a total of four with the original). Take the original and the three copies to the Chambers Office. The Chambers Clerk will arrange to have your Order signed at a later time. If the Order is signed, three copies will be returned to you.

If you want to have the Order mailed back to you, include a stamped, self-addressed 9" x 12" envelope. Include enough postage so that the Chambers Clerk can return three copies of the Order to you. Check with the post office to make sure that you have the correct postage by having the envelope weighed and stamped.

Step 8: Serve the Filed Order

Delivering the Order to the respondent

Serve a filed copy of the Order on the respondent using the same method as you used in Step 4.

Step 9: Prepare and File an Affidavit of Service

Prepare an Affidavit of Service using the same method as you used in Step 5 and using the form on page 73.

Appendix 1: Explanation of Legal Terms

The following terms are used throughout this booklet and during the application process.

Action

A lawsuit or an application made in the courts. For example, when you apply to the court for a change in child support or to gain custody of a child, you are taking a legal action. You may take a legal action to enforce your rights or to correct a wrong done to you by another person. When an action is started, the court assigns it an action number. This number is then used in all of the documents related to the action filed with the court. See *Rules of Court: Rules 6-12* and *Rule 563*.

Affidavit

A written statement of facts that a person swears or affirms are true before a commissioner for oaths. The facts in the statement will be used as evidence in court. See definitions for evidence and fact. Affidavits may also be used to prove the identity of the person signing a document and to prove that you have delivered documents to another person. These types of Affidavits are called an Affidavit of Execution and an Affidavit of Service and are explained below. See *Rules of Court: Rules 298-314* and *Family Law Practice Note 3*.

Affidavit of Execution

This is a written statement in which a person swears or affirms that they witnessed another person signing a document and verifies the identity of the person signing.

Affidavit of Service

This is a written statement telling when, where and how documents have been served on another person, and how that person was found and identified. It is sworn or affirmed to and signed by the person who served the documents. See the definition for service.

Applicant

The person who is making an application to the court. See the definitions for respondent and application.

Application

Asking the court to make an Order. You can make several applications in the course of a court action. See the definitions for action, Notice of Motion and Order. See *Rules of Court: Rule 384-387 and 573-574* and *Family Law Practice Note 3*.

Approval as to Form and Content

Signing an Order that was not signed by the judge when the application was made. If an Order is not signed by the judge when the application is made, the respondent must sign the Order to show that they agree that the Order they receive is the same as the Order given by the judge in court. This does not mean that the person agrees with the Order. See the definition for consent. See *Rules of Court: Rule 323.1*.

Backer

The last page of a court document. It lists the action number, style of cause and your address on the right-hand side of the page. See definitions for action and style of cause.

Chambers (court)

A type of court where the judge makes a decision based upon affidavit evidence alone rather than oral testimony. Chambers applications usually take 10 to 20 minutes in total. If they are more complicated they should be scheduled for a special chambers date. At some court houses there is a separate chambers for family matters.

Chambers Clerk

Person in charge of reviewing and filing of court documents (notices of motion, affidavits, all related Court Orders, etc.), commissioning of affidavits for court matters, and processing documentation for scheduling of court lists. Can provide information on available court dates and filing deadlines.

Chambers Office / Clerk's Office

A department of the Court of Queen's Bench Clerk's Office. In smaller centres the chambers section may not be separately identified, but would be part of the Queen's Bench Clerk's Office. The Chambers Office deals with chambers matters only. See definition for Chambers Clerk for functions of the Chambers Office.

Clerk in Court

Person who organizes the court files and records the outcome of the court application for the judge. The clerk sits at the front of the court below the judge.

Commissioner for Oaths

Someone authorized by the province to swear or “commission” affidavits. Lawyers and court clerks are commissioners for oaths. Often banks and real estate offices have commissioners.

Consent

When a person voluntarily agrees to something proposed by another. If you sign an Order saying you are consenting to the Order, you are saying that you agree with everything that has been stated in the Order.

Consent Order

A Court Order signed by both parties showing they agree with everything that is in the Order.

Corollary Relief

Orders that may be granted at the time of divorce. Some examples of this are Orders related to custody, access and child support.

Costs

This is money that must be paid to another party or to the court. You may be ordered to pay costs if you are unsuccessful with your application or if you fail to attend a scheduled court date. See *Rules of Court: Schedule C*.

Court

In this booklet, court refers to the Alberta Court of Queen’s Bench.

Defendant

The person responding to a court action. If you start a divorce action, you are the plaintiff and your spouse is the defendant.

Dismissal

A judge's refusal to grant an application.

Evidence

In court, the statements that are given under oath or the documents or other items that are shown to prove your case or disprove another person's case.

Exhibit

Any paper or document that is referred to, or mentioned, in an Affidavit. It should then be marked as an "Exhibit" and attached as a part of the Affidavit. See *Rules of Court: Rules 311-312*.

Fact

A thing that is known to have occurred, to exist, or to be true. It is a piece of factual evidence. See *Rules of Court: Rules 305(1)*.

File / Filing

Giving documents to the court clerk to place on the court file. Any documents to be filed must have a backer, with the action number written on it, so that the clerk can find the file. See *Rules of Court: Rules 8-9*.

In Loco Parentis

A legal term for someone who is not a biological parent of a child but who acts like a parent to the child. The court may treat that person the same as a biological parent for custody and access rights. The court may also decide that the person has a financial responsibility to support the child.

Judge

In this booklet, judge means a Justice of the Court of Queen's Bench.

Judicial Districts

Locations of Courts of Queen's Bench. These include Grande Prairie, Peace River, Fort McMurray, St. Paul, Edmonton, Wetaskiwin, Red Deer, Calgary, Drumheller, Lethbridge and Medicine Hat. See the inside back cover of this booklet for addresses and phone numbers.

Notice of Motion

A court form that is filed by the applicant. It tells the court and the respondent the date, time and place of the upcoming application, and everything the applicant will be asking the court for. See *Rules of Court: Rule 384*.

Order

What the judge directed in court. The Order is then written up by the applicant and signed by the judge, or by the clerk of the court on the judge's behalf. See the definition for approval as to form and content. See *Rules of Court: Rules 315-330*.

Party

Someone who is directly involved in the court action or application. A party is either a plaintiff or defendant, or an applicant or respondent.

Petitioner

The person who starts a court action, for example, a divorce action. Divorces started before 1997 named the parties as petitioner and respondent. After 1997, they were named plaintiff and defendant.

Plaintiff

The person who starts a court action, for example a divorce action. See definition for defendant.

Respondent

A person who is responding to an application to the court. See definition for applicant.

Rules of Court

A book of rules that contains the basic procedures that must be followed for beginning and carrying out a court action.

Service

Delivering a document to the other party in an action or application. The documents must be served in a way that is described in the *Rules of Court* or allowed by the court in an Order for Substitutional Service. See *Rules of Court: Rules 13-26 and 564*.

Statement of Claim

A document that starts a court action unless stated otherwise in the *Rules of Court* or legislation. See *Rules of Court: Rule 6(1)*.

Statute

A law passed by the government. For example, the *Divorce Act* is a law passed by the federal government and the *Parentage and Maintenance Act* is a law passed by the provincial government.

Style of Cause

The part of any court document that identifies the type of court, and the place where the action will be heard (judicial district), the full names of the parties, and the name of the document. The style of cause is found at the top of the first page and on the backer of every court document filed. It must be exactly the same in all documents.

Substitutional Service Order

If it is impossible or impractical to serve the respondent personally with court documents, you may ask the court for an Order that will allow you to serve the respondent in a different way. The court may then grant a Substitutional Service Order. This defines how you can serve the respondent with the court documents. Examples of substitutional service are posting the document on the person's door, delivery by regular mail or courier, delivery to someone else who knows or lives with the person, or advertising in a newspaper. See *Rules of Court: Rule 23*.

Variation Order

A Court Order that changes the terms of an existing Court Order. See *Rules of Court: Schedule B, Form 19*.

Appendix 2: Sample Court Documents

What forms are included

The following forms are contained in this booklet:

- Notice of Motion (pages 23 - 31)
- Affidavit (pages 33 - 51)
- Affidavit of Service (Serving the Application)
(pages 53 - 61)
- Order (pages 63 - 71)
- Affidavit of Service (Service of the Order)
(pages 73 - 81)

General Instructions for Completing Court Documents

- These forms have been developed for typical users. If your document is more complicated or requires more space, then you will have to re-type the form.
- All documents must be readable.
- Photocopy the forms you need from the booklet and work on the photocopies as your "rough copy." Keep the originals to prepare your final copy. You should read the form carefully before beginning to fill it out.
- Fill in all the blank lines with requested information, by either hand printing or typing, (except where signatures are required).
- Note that there is a style of cause (see Explanation of Legal Terms) at the top of the first page and on the backer of each form. Make sure that the style of cause on the first page is filled out in the same way as the one on the backer.
- The backer is the last sheet of the form. Fill in the backer with the requested information, making sure to include your court action number. The backer should be reversed so that the type faces out and is visible once the whole document is stapled together.

How to delete information from a document

- You must make sure every statement in your Affidavit is true. If there are paragraphs that do not apply to you or are not correct, you should cross them off.
- To cross off paragraphs, draw a straight horizontal line, in ink, through both the first and last lines of the paragraph, then draw a straight diagonal line joining these lines and forming a letter "Z."
- To cross off a single sentence, draw a horizontal line, in ink, through the middle of the sentence.
- Use a ruler to make your lines and initial any changes that you have made. **Make sure you put your initials at the beginning and at the end of every strikeout that you make.**
- You cannot use "white out" on any court documents. Any corrections or deletions must be neat and readable.

Notice of Motion Family Law Application

Use this form to notify the court and the respondent about an upcoming application.

Before filing the Notice of Motion, make sure that you:

- ☐ include your full name and the respondent's full name in the form and on the backer
- ☐ include the date, time, and place of your application
- ☐ mark the box before each item that you are requesting from the court and fill in any blanks for those items
- ☐ do not check a box if you do not want the court to make that type of Order
- ☐ give a brief statement of your reasons for making this application
- ☐ fill in the date that you swore your Affidavit in support
- ☐ sign your name at the bottom of the form
- ☐ make four copies of the original (total of five with the original)

If your application is in regular Family Chambers, use the backer on page 29.

If your application is in **Special Family Law Chambers**, use the backer on page 31. You will need to fill in the dates for the filing and serving time-lines.

IN THE COURT OF QUEEN'S BENCH OF ALBERTA
IN THE JUDICIAL DISTRICT OF _____

BETWEEN:

YOUR NAME

Applicant

- and -

OTHER PARTY'S NAME

Respondent

NOTICE OF MOTION FAMILY LAW APPLICATION

An application made by _____, will be heard at the Court
FULL NAME OF APPLICANT

House in _____, on _____, the _____ day of
CITY IN WHICH COURT HOUSE IS LOCATED WEEKDAY DATE

_____, 20_____, at 10:00 a.m., for:
MONTH YEAR

☐ Declaring or ☐ Imputing the Respondent's income per year to be \$_____.

☐ Declaring or ☐ Imputing the Applicant's income per year to be \$_____.

☐ Child Support as follows:

1. Basic Guideline support per month of \$_____.

2. Additional s. 7 expenses per month of \$_____, based on yearly
expenses of:

- | | |
|--|----------|
| <input type="checkbox"/> Child care expenses | \$ _____ |
| <input type="checkbox"/> Medical/dental premiums | \$ _____ |
| <input type="checkbox"/> Health related expenses | \$ _____ |
| <input type="checkbox"/> Extraordinary school expenses | \$ _____ |
| <input type="checkbox"/> Post-secondary education expenses | \$ _____ |
| <input type="checkbox"/> Extraordinary expenses for extracurricular activities | \$ _____ |

☐ Spousal support per month of \$_____.

- ☐ Custody ☐ Sole
☐ Joint Custody

of the following children:

1. _____, born _____;
FULL NAME MONTH/DAY/YEAR
2. _____, born _____;
3. _____, born _____;
4. _____, born _____;

☐ Access to the following children:

1. _____, born _____;
FULL NAME MONTH/DAY/YEAR
2. _____, born _____;
3. _____, born _____;
4. _____, born _____;

to be exercised as follows:

☐ Exclusive possession of the following property:

☐ Other:

[SET OUT ANYTHING ELSE YOU ARE REQUESTING]

The Applicant relies on the following grounds or reasons:

[PROVIDE A BRIEF STATEMENT OF YOUR REASONS FOR BRINGING THIS APPLICATION]

If you do not appear, an order may be made in your absence.

The Applicant has filed an Affidavit in support of this application, sworn on the

_____ day of _____, 20____.
DATE MONTH YEAR

 Signature of the Applicant

IMPORTANT NOTICE TO RESPONDENT:

If you want to respond to this application, you or your lawyer must attend in the Court House on the date and at the time specified.

If you want to present any evidence to the Judge hearing this application you must:

- make an Affidavit, sworn or affirmed as true before a Commissioner for Oaths or Notary Public;
- file the Affidavit with the Clerk of the Court;
- make sure the Applicant's lawyer (or the Applicant if he or she does not have a lawyer) receives the Affidavit **at least 24 hours before the hearing.**

Action No: _____
YOUR COURT ACTION NUMBER

IN THE COURT OF QUEEN'S BENCH OF ALBERTA
IN THE JUDICIAL DISTRICT OF

BETWEEN:

YOUR NAME Applicant

- and -

OTHER PARTY'S NAME Respondent

**NOTICE OF MOTION
FAMILY LAW APPLICATION**

YOUR NAME

YOUR ADDRESS

YOUR PHONE NUMBER

**IMPORTANT NOTICE TO RESPONDENT FOR
SPECIAL FAMILY LAW CHAMBERS:**

If you want to respond to this application, you or your lawyer must attend in the Court House on the date and at the time specified.

If you want to present any evidence to the Judge hearing this application you must:

- make an Affidavit, sworn or affirmed as true before a Commissioner for Oaths or Notary Public;
- file the Affidavit with the Clerk of the Court;
- make sure the Applicant's lawyer (or the Applicant if he or she does not have a lawyer) receives the Affidavit pursuant to the following time-lines:

Applicant to file and serve their Notice of Motion and Affidavit by _____.

Respondent to file and serve their Affidavit in response by _____.

Applicant to file and serve their Affidavit in response to Respondent's Affidavit by _____.

Both the Applicant and Respondent must file with the court a concise confirmation letter outlining issues and authorities by _____.

Action No: _____
YOUR COURT ACTION NUMBER

IN THE COURT OF QUEEN'S BENCH OF ALBERTA
IN THE JUDICIAL DISTRICT OF

BETWEEN:

YOUR NAME Applicant

- and -

OTHER PARTY'S NAME Respondent

**NOTICE OF MOTION
FAMILY LAW APPLICATION**

YOUR NAME

YOUR ADDRESS

YOUR PHONE NUMBER

Affidavit

Use this form to present all of the facts that are necessary about your application.

Before filing the Affidavit, make sure that you:

- ☐ include your full name and the respondent's full name in the form and on the backer
- ☐ fill in the paragraphs that apply to you and cross off the paragraphs that don't
- ☐ add any other facts you feel are necessary to support your application. You may need to print or type other clauses in order to present all the facts in your own case.
- ☐ number all of your paragraphs consecutively (1, 2, 3, 4...)
- ☐ letter each one of your exhibits consecutively (Exhibit A, Exhibit B...)
- ☐ make three copies of the original Affidavit, including all exhibits (total of four with the original)

Use a ruler when crossing off the paragraphs that don't apply to you. Cross them out by drawing a straight line through the first and last lines and a diagonal line joining them to form a "Z." Make sure that you put your initials at the beginning and at the end of every strikeout that you make. You cannot use "white out".

Note: You cannot make any changes to your Affidavit once it has been sworn.

Attach all exhibits at the end of your Affidavit just before the backer.

IN THE COURT OF QUEEN'S BENCH OF ALBERTA
IN THE JUDICIAL DISTRICT OF _____

BETWEEN:

YOUR NAME

Applicant

- and -

OTHER PARTY'S NAME

Respondent

AFFIDAVIT

I, _____, of the _____ of _____
YOUR NAME CITY OR TOWN OR OTHER NAME OF CITY, TOWN, ETC

in the Province of Alberta, MAKE OATH AND SAY THAT:

1. I am the Applicant herein and as such have a personal knowledge of the following information, except where stated to be based on information and belief in which case I do believe it to be true.

What You are Asking For

2. I am asking the Court for:
(Check and complete all that apply)

☐ A change in custody as follows:

GIVE DETAILS OF PROPOSED CHANGE IN CUSTODY

☐ A change in access as follows:

GIVE DETAILS OF PROPOSED CHANGE IN ACCESS

History of Your Relationship

3. Check one only:

- ☐ I am married to the Respondent.
- ☐ I am divorced from the Respondent.
- ☐ I have lived common-law with the Respondent.
- ☐ The Respondent and I never lived together

4. Check one only:

- ☐ We separated on _____.
MONTH/DAY/YEAR
- ☐ We were divorced on _____.
MONTH/DAY/YEAR
- ☐ We never lived together.

Information about Your Children

5. We have the following children: (i) _____, born _____
NAME MONTH/DAY/YEAR
- (ii) _____, born _____
- (iii) _____, born _____
- (iv) _____, born _____

Referred to from now on as "the children"

Information about your Court Order for Custody and/or Access

(Give details about the Order you are asking the Court to change.)

6. An Order for custody and/or access was granted on _____ by the
MONTH/DAY/YEAR
- Honourable Justice _____.
- Attached and marked as Exhibit '____' to this my Affidavit is a copy of this Order.

Changes in Circumstances

7. Since the time the Order was granted, there has been the following change of circumstances:

(List every relevant change since the date of the last Order for custody and/or access, including any change in the condition, means, needs or other circumstances of the children. Each change should be in a separate lettered paragraph.)

- (a) _____

- (b) _____

Custody and Access

Change the following paragraphs to suit your own current parenting situation — provide details.

8. Check the custody arrangements that are in place right now:

- ☐ The children live with me.
☐ The children live with the Respondent.
☐ The following children live with me:

NAMES OF CHILDREN

and the following children live with the Respondent:

NAMES OF CHILDREN

- ☐ Other:

GIVE DETAILS OF THE CUSTODY ARRANGEMENT THAT IS IN PLACE RIGHT NOW

9. Check the access arrangements that are in place right now:

- ☐ I spend the following time with the children:
(provide details of your access only for the children that do not live with you)

- ☐ The Respondent spends the following time with the children:
(provide details of the Respondent's access only for the children that live with you)

Change the following paragraphs to suit the custody and access arrangement that you are asking the court for — provide details.

10. I want the children, _____, to live with me for
NAMES OF CHILDREN

the following reasons:

(give complete details, including your role and the Respondent's role in the children's day to day care and routine, both before and after your separation)

11. My plan for the day to day care of the children is as follows:

(give details if you are asking for the children to live with you, including: school arrangements, how you will care for the children when you are at work or away from the home - day care, after school care, etc.)

12. ☐ I want the following access to the children:

(complete only if you are asking the court for access - specify days and times)

☐ I am willing to give the respondent the following access to the children:
(complete only for the children that are in your custody, or that you have asked for
custody of - specify days and times)

Other Facts

Add any other facts, in separate numbered paragraphs (starting with #13), continuing from your last numbered paragraph. Continue your list of facts onto the last (signature) page of the Affidavit.

—.

—.

—.

—.

—.

OPTIONAL ADDITIONAL PAGE - MAKE SURE YOUR CLAUSES CONTINUE ONTO SIGNATURE PAGE

OPTIONAL ADDITIONAL PAGE - MAKE SURE YOUR CLAUSES CONTINUE ONTO SIGNATURE PAGE

SWORN BEFORE ME at the _____)
of _____, in the Province)
of Alberta, this _____ day of _____, _____)

) YOUR SIGNATURE

)
A COMMISSIONER FOR OATHS IN
AND FOR THE PROVINCE OF ALBERTA

Insert the Exhibits for your Affidavit here

Make sure the exhibits are labelled alphabetically in the order in which they appear in the Affidavit.

Put them in the same order when inserting them here.

Action No: _____
YOUR COURT ACTION NUMBER

IN THE COURT OF QUEEN'S BENCH OF ALBERTA IN
THE JUDICIAL DISTRICT OF

BETWEEN:

YOUR NAME Applicant

- and -

OTHER PARTY'S NAME Respondent

AFFIDAVIT

YOUR NAME

YOUR ADDRESS

YOUR PHONE NUMBER

Affidavit of Service (Serving the Application)

Use this form to explain when and where the respondent received a copy of your application. It is the person who served the respondent who must provide the information about service and sign the Affidavit of Service in front of a commissioner for oaths.

Before filing the Affidavit of Service, make sure that:

- ☐ you include your full name and the respondent's full name in the form and on the backer
- ☐ the paragraphs that apply to you are filled in and the paragraphs that do not apply to you are crossed off
- ☐ the original Notice of Motion and one filed copy of the Affidavit is attached, as well as the Delivery Confirmation Record and Acknowledgement of Receipt if you served by registered mail, as exhibits
- ☐ each one of the exhibits is lettered consecutively (Exhibit A, Exhibit B...)
- ☐ the person who served the documents signs the Affidavit of Service in front of a commissioner for oaths
- ☐ you make one copy of the original Affidavit of Service, including all exhibits

Use a ruler when crossing off the paragraphs that don't apply to you. Cross them out by drawing a straight line through the first and last lines and a diagonal line joining them to form a "Z." The person signing the Affidavit of Service must put his/her initials at the beginning and at the end of every strikeout.

Attach all exhibits at the end of the Affidavit just before the backer.

IN THE COURT OF QUEEN'S BENCH OF ALBERTA
IN THE JUDICIAL DISTRICT OF _____

BETWEEN:

YOUR NAME Applicant

- and -

OTHER PARTY'S NAME Respondent

AFFIDAVIT OF SERVICE

I, _____, of the _____ of _____,
NAME OF DOCUMENT SERVER 'CITY' OR 'TOWN' OR OTHER NAME OF CITY OR TOWN ETC.,
in the Province of Alberta, MAKE OATH AND SAY:

1. That I am an adult person.

2. That I did on the _____ day of _____, _____, personally serve
DATE OF SERVICE MONTH OF SERVICE YEAR
_____, the Respondent, with a true copy of
OTHER PARTY'S NAME
the Notice of Motion and Affidavit, which are annexed and marked respectively as
Exhibits 'A' and 'B' to this my Affidavit, by delivering the said copies to and leaving
the same with _____,
OTHER PARTY'S NAME
the Respondent, at
_____.
FULL ADDRESS WHERE OTHER PARTY WAS SERVED

OR

2. That I did on the _____ day of _____, _____, personally serve
DATE OF SERVICE MONTH OF SERVICE YEAR
_____, the Respondent, with a
OTHER PARTY'S NAME
true copy of the Notice of Motion and Affidavit, which are annexed and marked
respectively as Exhibits 'A' and 'B' to this my Affidavit, by enclosing such copies in
an envelope addressed to _____, the
OTHER PARTY'S NAME

Respondent, at:

FULL ADDRESS OF OTHER PARTY

and posting the same by registered mail at:

ADDRESS OF POST OFFICE WHERE YOU MAILED THE MATERIAL

and annexed and marked as Exhibits 'C' and 'D' to this my Affidavit are the Delivery Confirmation Record and the Acknowledgement of Receipt for such registered mail.

SWORN BEFORE ME at the _____

of _____, in the Province

of Alberta, this ____ day of _____, ____.

SIGNATURE OF DOCUMENT SERVER

A COMMISSIONER FOR OATHS IN
AND FOR THE PROVINCE OF ALBERTA

Insert your Exhibits here

These include:

Exhibit 'A' Notice of Motion

Exhibit 'B' Affidavit

For service by registered mail:

Exhibit 'C' Delivery Confirmation Record

Exhibit 'D' Acknowledgement of Receipt

Make sure the exhibits are labelled alphabetically in the order in which they appear in the Affidavit.

Put them in the same order when inserting them here.

Action No: _____
YOUR COURT ACTION NUMBER

IN THE COURT OF QUEEN'S BENCH OF ALBERTA IN
THE JUDICIAL DISTRICT OF

BETWEEN:

YOUR NAME Applicant

- and -

OTHER PARTY'S NAME Respondent

AFFIDAVIT OF SERVICE

YOUR NAME

YOUR ADDRESS

YOUR PHONE NUMBER

Variation Order

Use this form to prepare the Order made by the judge.

Make sure that:

- ☐ your full name and the respondent's full name are included in the form and on the backer
- ☐ you fill in paragraph 1 with information about the Judgment/Order that this Order changes
- ☐ you include all of the terms of the Order
- ☐ you add or cross off paragraphs, or change the wording of the sample Order as necessary to reflect the Order given by the judge in court. There are sample terms on page 71. These are just samples. If you need to add paragraphs or other terms you will need to re-type the sample Order
- ☐ the Order states whether the respondent appeared in court or not - by crossing off the paragraph that does not apply (found before the terms/numbered paragraphs of the Order).
- ☐ if the respondent was in court, that the respondent has signed his/her signature on the Order below the line "Approved as to form and content". If the respondent was not in court, you can cross off this paragraph in the Order.
- ☐ you number all of your paragraphs consecutively (1, 2, 3, 4)
- ☐ you make three copies of your Order (total of four with the original) and take them to the Chambers Office.

Use a ruler when crossing off the paragraphs that don't apply to you. Cross them out by drawing a straight line through the first and last lines and a diagonal line joining them to form a "Z." Make sure that you put your initials at the beginning and at the end of every strikeout that you make. You cannot use "white out".

The judge may not be prepared to sign an Order with crossed off sections or handwritten paragraphs. In this case, you will have to re-type the Order. Also, a judge's signature cannot appear on a page by itself.

IN THE COURT OF QUEEN'S BENCH OF ALBERTA
IN THE JUDICIAL DISTRICT OF _____

BETWEEN:

YOUR NAME Applicant

- and -

OTHER PARTY'S NAME Respondent

BEFORE THE HONOURABLE) ON _____, THE _____
WEEKDAY DATE
MADAM/MR. JUSTICE _____) DAY OF _____
MONTH YEAR
COURT HOUSE, _____, ALBERTA)

VARIATION ORDER

UPON THE APPLICATION of the Applicant; AND UPON READING the materials filed on behalf of the Applicant; AND HEARING representations by the Applicant;

AND UPON READING the materials filed on behalf of the Respondent; AND HEARING representations by the Respondent;

OR

AND UPON the Respondent not appearing in person or by agent;

AND UPON the Court being advised that the name and birth date of each child of the relationship is as follows:

_____, born _____
NAME MONTH/DAY/YEAR
_____, born _____
_____, born _____
_____, born _____

IT IS HEREBY ORDERED THAT:

1. The Judgment/order granted _____, _____ by the
DATE YEAR

Honourable Madam/Mr. Justice _____ is hereby varied to delete
paragraph _____ of the said Judgment/order.

2. (Set out the custody arrangements)

3. (Set out the access arrangements)

JUSTICE OF THE COURT OF QUEEN'S
BENCH OF ALBERTA

APPROVED AS TO FORM AND CONTENT:

SIGNATURE OF RESPONDENT

ENTERED THIS _____ DAY OF,

_____, _____

CLERK OF THE COURT

Action No: _____
YOUR COURT ACTION NUMBER

IN THE COURT OF QUEEN'S BENCH OF ALBERTA IN
THE JUDICIAL DISTRICT OF

BETWEEN:

YOUR NAME Applicant

- and -

OTHER PARTY'S NAME Respondent

ORDER

YOUR NAME

YOUR ADDRESS

YOUR PHONE NUMBER

The following paragraphs are some example terms that may fit your case. Change or adapt these examples to suit your own situation. You will have to write your own terms that reflect the Order given by the judge in court.

Note: These clauses are not actual legal advice. They simply show you how to present information that may be needed in special circumstances. These samples do not replace your need to get legal advice.

[Sole custody, reasonable access to the other party]

____ shall have sole custody
FULL NAME
of the children, _____, and
NAMES OF CHILDREN
____ shall have
FULL NAME
reasonable and generous access.

[Joint custody, children live with one party, reasonable access to the other party, with minimum specified access]

____ and _____
FULL NAME FULL NAME
shall have joint custody of the children,
_____ with the children's
NAMES OF CHILDREN
primary residence to be with _____.
FULL NAME
AND
____ shall have
FULL NAME
reasonable access to the children, such
access to include but not be limited to
the following specified access:
(Give details)

[Sole custody to one party, detailed access to the other party]

____ shall have sole custody
FULL NAME
of the children, _____, and
NAMES OF CHILDREN
____ shall have the following
FULL NAME
specified access: (Give details)

[Shared Custody - Section 9 of Federal Child Support Guidelines]

____ and _____
FULL NAME FULL NAME
shall have shared custody of the
children, _____, as follows:
NAMES OF CHILDREN
(Give details of the time each party
has access to or physical custody of
children over the course of the year)

[Clauses imposing restrictions on access]

____ shall not be entitled
FULL NAME
to overnight access.

____ shall notify _____
FULL NAME FULL NAME
at least 24 hours in advance if he/she
intends to exercise access [or...if
he/she is not able to exercise access as
scheduled].

____ All access visits shall be supervised by
FULL NAME
or any adult person
chosen by mutual agreement between
the parties.

____ shall not be under
FULL NAME
the influence of, or consume alcohol or
illicit drugs during any access visit.

____ Neither _____ nor _____
FULL NAME FULL NAME
shall remove the children from the
Province of Alberta [except for
holidays] without the written consent
of the other party or an order of this
court.

____ It is ordered that all peace officers in
the Province of Alberta shall give
whatever assistance is required to
ensure compliance with this order.
[Note: this clause is to be used only if
the Applicant or Respondent has shown
a tendency to refuse to follow court
orders in the past.]

Affidavit of Service (Service of the Order)

Use this form to explain when and where the respondent received a copy of the Order made by the judge. It is the person who served the respondent who must provide the information about service and sign the Affidavit of Service in front of a commissioner for oaths.

Before filing the Affidavit of Service, make sure that:

- ☐ you include your full name and the respondent's full name in the form and on the backer
- ☐ the paragraphs that apply to you are filled in and the paragraphs that do not apply to you are crossed off
- ☐ one filed copy of the Order is attached, as well as the Delivery Confirmation Record and Acknowledgement of Receipt if you served by registered mail, as exhibits
- ☐ each one of the exhibits is lettered consecutively (Exhibit A, Exhibit B...)
- ☐ the person who served the documents signs the Affidavit of Service in front of a commissioner for oaths
- ☐ you make one copy of the original Affidavit of Service, including all exhibits

Use a ruler when crossing off the paragraphs that don't apply to you. Cross them out by drawing a straight line through the first and last lines and a diagonal line joining them to form a "Z." The person signing the Affidavit of Service must put his/her initials at the beginning and at the end of every strikeout.

Attach all exhibits at the end of the Affidavit just before the backer.

IN THE COURT OF QUEEN'S BENCH OF ALBERTA
IN THE JUDICIAL DISTRICT OF _____

BETWEEN:

YOUR NAME

Applicant

- and -

OTHER PARTY'S NAME

Respondent

AFFIDAVIT OF SERVICE

I, _____, of the _____ of _____,
NAME OF DOCUMENT SERVER 'CITY' OR 'TOWN' OR OTHER NAME OF CITY OR TOWN ETC.

in the Province of Alberta, MAKE OATH AND SAY:

1. That I did on the _____ day of _____, _____, personally serve
DATE OF SERVICE MONTH OF SERVICE YEAR
_____, the Respondent, with a true copy of the
OTHER PARTY'S NAME
Order, which is annexed and marked as Exhibit 'A' to this my Affidavit, by delivering
the said copy to and leaving the same with _____,
OTHER PARTY'S NAME
the Respondent, at:

FULL ADDRESS WHERE OTHER PARTY WAS SERVED

OR

1. That I did on the _____ day of _____, _____, personally serve
DATE OF SERVICE MONTH OF SERVICE YEAR
_____, the Respondent, with a true copy of the
OTHER PARTY'S NAME
Order, which is annexed and marked as Exhibit 'A' to this my Affidavit, by enclosing
the said copy in an envelope addressed to _____,
OTHER PARTY'S NAME
the Respondent, at:

FULL ADDRESS OF OTHER PARTY

and posting the same by registered mail at:

ADDRESS OF POST OFFICE WHERE YOU MAILED THE MATERIAL

and annexed and marked as Exhibits 'B' and 'C' to this my Affidavit are the Delivery Confirmation Record and the Acknowledgement of Receipt for such registered mail.

SWORN BEFORE ME at the _____

of _____, in the Province

of Alberta, this ____ day of _____, _____.

SIGNATURE OF DOCUMENT SERVER

A COMMISSIONER FOR OATHS IN
AND FOR THE PROVINCE OF ALBERTA

Insert your Exhibits here

These include:

Exhibit 'A' Order

For service by registered mail:

Exhibit 'B' Delivery Confirmation Record

Exhibit 'C' Acknowledgement of Receipt

Make sure the exhibits are labelled alphabetically in the order in which they appear in the Affidavit.

Put them in the same order when inserting them here.



Action No: _____

YOUR COURT ACTION NUMBER

Calgary

511 - 4th Street SW

Tel: 403-297-7405

Edmonton

511- 3rd Ave. West

Tel: 403-423-1700

Edmonton

16-30 Winston Churchill Sq.

Tel: 780-412-2415

Fort McMurray

9700 Franklin Avenue

Tel: 780-743-7145

Grande Prairie

10360 - 99 Street

Tel: 780-538-0040

Lethbridge

520 - 4th Street South

Tel: 403-381-5196

Medicine Hat

IN THE COURT OF QUEEN'S BENCH OF ALBERTA IN

THE JUDICIAL DISTRICT OF

BETWEEN:

YOUR NAME

Applicant

- and -

OTHER PARTY'S NAME

Respondent

AFFIDAVIT OF SERVICE

YOUR NAME

YOUR ADDRESS

YOUR PHONE NUMBER

Assistance in Obtaining Legal Advice

Dial a legal - Lawyer Referral

Phone: 1-800-661-1076

Legal Aid

Edmonton: 780 - 427 - 7575

Calgary: 403 - 297 - 2260

Other areas call: 310-0000

Internet Sources of Information

Federal Justice Website:

www.canlii.org

Alberta Government Website:

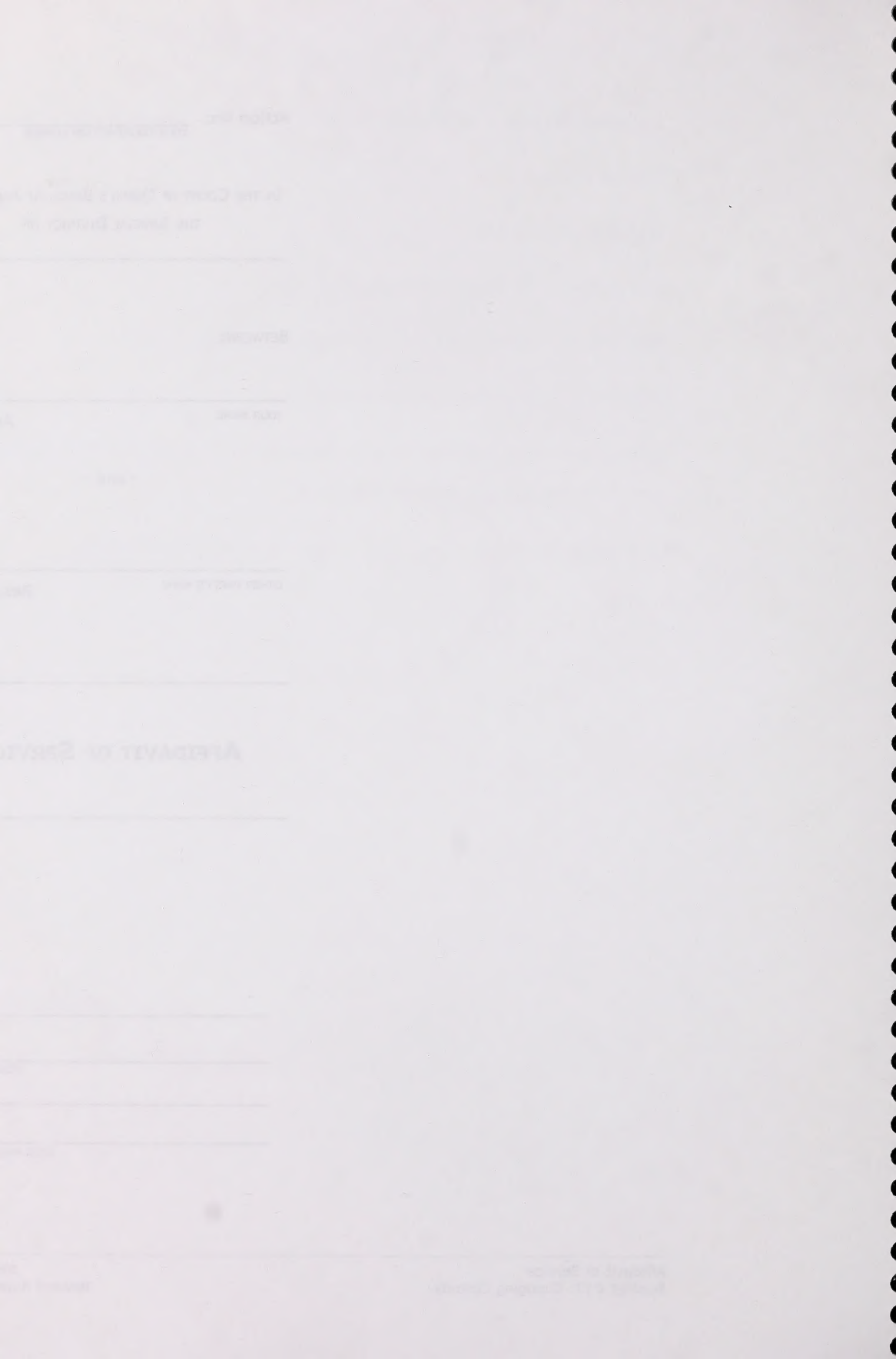
www.gov.ab.ca

Alberta Justice Website:

www.gov.ab.ca/just

Alberta Courts Website:

www.albertacourts.ab.ca



Queen's Bench Chambers Offices (or Clerk's Offices)

Calgary

611 - 4th Street SW

Tel: 403-297-7405

Medicine Hat

460 First Street SE

Tel: 403-529-8710

Drumheller

511- 3rd Ave. West

Tel: 403-823-1700

Peace River

9905 - 97 Avenue

Tel: 780-624-6256

Edmonton

1A Sir Winston Churchill Sq.

Tel: 780-422-2418

Red Deer

4909 - 48 Avenue

Tel: 403-340-5220

Fort McMurray

9700 Franklin Avenue

Tel: 780-743-7136

St. Paul

4704 - 50 Street

Tel: 780-645-6324

Grande Prairie

10260 - 99 Street

Tel: 780-538-5340

Wetaskiwin

4605 - 51 Street

Tel: 780-361-1258

Lethbridge

320 - 4th Street South

Tel: 403-381-5196

Assistance in Obtaining Legal Advice

Dial a Law - Lawyer Referral

Phone: 1-800-661-1095

Legal Aid

Edmonton: 780 - 427 - 7575

Calgary: 403 - 297 - 2260

Other areas call 310-0000

Internet Sources of Information

Federal Justice Website: www.canada.justice.gc.ca

Alberta Government Website: www.gov.ab.ca

Alberta Justice Website: www.gov.ab.ca/just

Alberta Courts Website: www.albertacourts.ab.ca

